

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Accounting Technician-ISA **Department:** School Office

Grade **G**
H.P.D. **8**
D.P.Y. **220**

Job Description**Date Reviewed:** July 2009**Reports To:** Principal**Purpose of Job**

The purpose of this job is to perform general accounting and administrative duties in the School System using knowledge of accounting principles and practices as outlined in the *TN Internal School Uniform Accounting Policy Manual* and school board policy. Duties and responsibilities include full-charge bookkeeping of an individual school account (I.S.A.), reconciling and budgeting monies received and disbursed from school accounts, budgeting and tracking various allocations from the Board of Education and from fund raising events, purchasing, and assisting in coordinating general office procedures. Also serves as liaison for outside organizations such as P.T.A., P.T.O., Booster Clubs, Partners-In-Education, Athletic officials through TSSAA and others.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Verifies and submits data and leave forms for Administrative payroll.

Prepares and submits teacher's pay logs to include leave forms and records of substitute teachers.

Inputs data for payroll, reconciles absences and discrepancies, verifies time and attendance records, reviews for accuracy and proper authorization, and oversees technical problems with computer and time clock entries.

Coordinates substitute teachers and verifies time with contracted vendor.

Completes and/or verifies Professional Leave forms for administrators and staff to insure accuracy and compliance with CMCSS travel policies. Assists with travel arrangements, verifies all required documents upon completion of travel, and handles reimbursements of travel expenses.

Compiles and prepares local, state and federal reports and data within established timeframes.

Prepares and processes accounts payable; maintains accounting records in the payment of approved invoices and distribution of checks to vendors.

Prepares and maintains required statistics, records, files, documents and reports for administrative purposes.

Posts and files journal entries for a variety of transactions utilizing invoices, purchase orders, and bank statements, etc.

Reconciles and submits monthly and quarterly ISA financial reports to Central Office Accounting Department, and files copies with school records for yearly audit by outside accounting firm.

Serves as administrative liaison, works collaboratively and provides assistance to department / Central Office supervisors, administration, faculty, parents, and students.

Serves as liaison for School Support Organizations, verifying compliance of organizations with state laws, by requesting and maintaining documents, such as charters, by-laws, bank statements and other required documents.

Uses various office machines/equipment to prepare reports and other documents; processes checks; compiles and computes numbers for reports and statistics.

Maintains office equipment-submitting requests for maintenance and repair, and ordering supplies for equipment.

Assists Textbook Coordinator in managing textbook inventory. Collects for lost or damaged texts. Enters and reconciles ISA textbook data with Central Office software, and prepares end-of-year reports.

Conducts annual faculty in-service for 60 to 100 employees regarding administrative/financial procedures. Oversees ISA procedures and monitors school personnel compliance.

Assists Inventory Control Representative (ICR) in updating property inventory, accounting for all new acquisitions, and property relocation. Also coordinates with Risk Manager/Safety Officer regarding lost or damaged school property.

Receives and documents initial On-the-Job-Injury claims and coordinates the processing of the claim and supporting documentation with the Risk Manager/Safety Officer.

Assists the Principal in preparing I.S.A. budget, and manages I.S.A., Federal Project funds and General Purpose School Fund allocations.

Creates sub-accounts for all certified personnel in order to post and monitor all financial transactions by individual teacher. Reconciles teacher's monthly and daily deposit receipts. Notes and investigates any discrepancies. Prepares monthly financial report for each teacher documenting receipts and disbursements and available account balances.

Serves as school site coordinator for procurement card and online purchasing program. Issues cards upon request subject to fund availability, appropriateness of the purchase request and spending guidelines as outlined in the Procurement Card Procedure. Reconciles financial transactions with the bank's monthly billing statement.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Prepares, maintains and accounts for tickets issued through athletic, class and club accounts. Computes ticket reconcilements and records said deposits.

Prepares bank deposits; disburses accounts payable; reconciles individual school accounts.

Enters accounting data into computer files; prepares and submits monthly financial reports; prepares school accounting records for annual audit.

Responds to questions regarding invoices, entries on monthly reports or procedures for properly submitting items for payment.

Prepares and submits purchase orders to include soliciting bids when appropriate, issues P.O. to vendors for school and teachers, and processes orders for textbooks and teacher materials.

Monitors and reconciles instructional allocation from the Board of Education.

Receives school fees and fundraising activities collected from students; processes requests and maintains records for Waivers of Student Fees; instructs new teachers in fee collection process.

Inventories and orders supplies for office. Processes, sorts and distributes warehouse supply orders. Receives and verifies orders from outside vendors. Delivers or arranges delivery of merchandise to requestor.

Prepares outgoing mail with postage, and maintains postage logs.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Two years of college with a minimum of twelve semester hours in accounting and a minimum of two years bookkeeping or related experience. Additional years of related experience may be substituted for each year of the college requirement; or

A Bachelor's degree with 18 semester hours in accounting coursework.

KNOWLEDGE OF JOB

Has thorough knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Accounting Technician-ISA. Has thorough knowledge of accounting and school practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as telephones, computers, typewriters, copiers, adding machines, calculators, two-way radio, etc. Must be physically able to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative and financial information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the position of Accounting Technician-ISA. Requires the ability to **write** reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Accounting Technician-ISA.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Accounting Technician-ISA.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing-perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School system is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date